

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: COURTS SERVICES ANALYST

LOCATION: San Francisco, CA

JOB REQUISITION: 2641

OVERVIEW

This

Court Services Analyst position is a part of the Court Programs Services Unit in the Executive Office Programs Division of the Administrative Office of the Courts (AOC). Under the supervision of the Manager, Court Programs Services, the incumbent will perform analytical and administrative assignments related to the Trial Court Presiding Judges Advisory Committee (TCPJAC), Court Executive Advisory Committee (CEAC), and other unit/division projects and programs.

RESPONSIBILITIES

- Research and analyze issues, and prepare draft white papers presenting alternatives with findings and pros/cons;
- Coordinate and facilitate meetings with court leaders and AOC representative(including providing administrative support);
- Prepare draft summary meeting minutes of multifaceted and sensitive discussions; Staff other projects and activities as assigned;
- Coordinate with other advisory committees and working groups as well as staff to those entities;
- Keep manager and other designated staff informed on all communications and assignments; and
- Participate in staff meetings, training sessions, and perform other duties as required.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court, governmental, or other organizational operations that has involved program analysis, development, and implementation.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in court operations, administration, or management.

Experience in:

- Preparing and presenting analyses for management and/or court leaders;
- Planning, and organizing high level meetings;
- Experience in gathering information, compiling findings, and preparing reports;
- Planning, prioritizing, and coordinating multiple work activities while meeting critical deadlines;

Ability to:

- Be proactive and adapt to frequent changes in priorities and deadlines;
- Establish and maintain effective working relationships with diverse groups;
- Analyze and solve problems;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with colleagues and others contacted in the course of the work.

Proficiency with software applications, such as MS Outlook, PowerPoint Word, Excel, and Access.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our website at www.courtinfo.ca.gov/careers/view.htm, select job category "Court Administration", and search for Job Req-2641, Court Services Analyst. This position requires the submission of our official application and response to the supplemental questions.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102-3688
 415-865-4272 Telecommunications Device for the Deaf

PAY & BENEFITS

SALARY RANGE

\$5,325 - \$6,471 per month

(Starting salary may vary between \$5,325-\$5,857 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer.

A supplemental questionnaire follows this announcement.

Supplemental Questionnaire

**for
Court Services Analyst
(Job Req #2641)**

You must submit your responses to the following supplemental questions with your application to be considered for this position. Your responses will assist in the review of your work experience and assessing your qualifications for this position.

1. Describe your analytical and administrative experience with staffing a professional committee or conference (include the size of the project or conference and your specific role).

2. Describe your experience with writing memoranda/reports and memorializing group deliberations/decisions.

3. Describe your experience and role in working on a team in completing a work assignment (e.g., a complex or time-sensitive project).